



RECRUITMENT AND SELECTION IN THE PUBLIC SERVICE

PURPOSE

The purpose of the course is to capacitate learners with knowledge and skills on how to effect the recruitment of employees, including those living with disabilities, into the Public Service. Attendance will improve standardised recruitment practices and processes and help ensure that the recruitment practices of national and provincial departments and Local Government are equitable, fair and transparent.

TARGET GROUP

This course has been developed for human resource practitioners, and line managers that are responsible for the recruitment of persons in terms of the Public Service Act, 103 of 1994, as amended.

MINIMUM REQUIREMENTS FOR ENROLMENT

Learners accessing this course must be able to:

- Gather, organise, record and manage information;
- Engage in active communication techniques; and
- Apply organisational policies and practices.

LEARNING OUTCOMES

The course enables participants to:

- Plan and prepare for recruitment and selection;
- Recruit applicants; and
- Select staff.

ACCREDITATION

This is a credit bearing course aligned to unit standard 12140 “Recruit and select candidates to fill defined positions”, NQF level 5, credits: 9. After successful completion of the course, participants will receive a certificate of competence.

ASSESSMENT APPROACH

This course follows an integrated assessment approach, comprising:

- Pre-contact reading and activities;
- Formative assessments;
- Post-contact activity and summative assessment; and
- Workplace practice

DURATION

This course is presented over 4 working days